

## **Rolling Meadows Library Employee Handbook**

### **208 Identity Protection**

Effective Date: Pending

Revision Date: Pending

The purpose of this policy is to protect social security numbers from unauthorized disclosure. Regarding the use of social security number, Rolling Meadows Library intends to comply with the provisions of the Identity Protection Act.

No employee may do any of the following:

- Publicly post or display any individual’s social security number. “Publicly Post” or “Publicly Display” means to intentionally communicate or otherwise intentionally make available to the general public.
- Print an individual’s social security number on any card required for the individual to access products or services.
- Use technology to encode or embed an individual’s social security number in or on any cards or documents.
- Require an individual to transmit his or her social security number over the Internet, unless the connection is secure or the social security number is encrypted.
- Use the social security number for any purpose other than the purpose for which it was collected.
- Print an individual’s social security number on any materials sent to the individual through the U.S. mail, or any similar method of delivery, unless state or federal law requires the social security number to be on the document to be mailed. Any such document must be enclosed in a sealed envelope.

Exclusions: This policy does not apply to the collection, use, or disclosure of a social security number as required by state or federal law, rule, or regulation, and does not apply in the following circumstances:

- The disclosure of a social security number pursuant to a court order, warrant, or subpoena.
- The collection, use, or disclosure of social security number in order to ensure the safety of other employees.
- The collection or use of social security numbers for internal verification or administrative purposes.

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Employees who have access to social security numbers in the course of performing their duties:

- are trained in the proper handling of information that contains social security numbers from the time of collection through the destruction of the information.
- will not disclose a social security number from an individual, unless required to do so under state or federal law, rules, or regulations, or the collection, use or disclosure of the social security number is otherwise necessary for the performance of their duties and responsibilities.
- are required to use or handle information or documents that contain social security numbers and must have access to such information or documents.
- will provide the social security number in a manner that is easily redacted if required to be released as part of a public records request.
- will provide, when collecting a social security number, or upon request by the employee, a statement of the purpose for which the social security number is being collected and used.

To obtain a statement of purpose for the use of your social security number, please contact the Executive Director or his/her designee.